



## ANNUAL ATTORNEY REGISTRATION – ACTIVE ATTORNEYS

- ✓ **DO NOT submit a paper copy of the Attorney Registration Form to the District of Utah to renew your bar membership.**
- ✓ You must register online using the District of Utah's CM/ECF system, which is found by clicking the E-filing (CM/ECF) link on the court's homepage.
- ✓ Your PACER and CM/ECF accounts must be NextGen ready and linked to access the CM/ECF system. Review the court's NextGen information link on the court's homepage for more information.
- ✓ You will need to use the correct registration event that corresponds with your current membership status before your registration can be processed.
- ✓ If you do not know your membership status, please verify your status using the court's [Attorney Directory](#).
- ✓ Please review General Order 20-014 about the 2020-2021 Annual Attorney Registration.
- ✓ Please contact the Clerk's Office at 801-524-6100 with any questions.

## INSTRUCTIONS

Step 1 After logging into to CM/ECF, click *Civil* in the menu bar.




***NOTE: If you do not see the Civil or Criminal options, then your CM/ECF and PACER accounts are not linked. You will be unable to complete the Annual Attorney Registration unless your accounts are linked. Please review Link PACER to CM/ECF instructions, available on the court's NetGen CM/ECF webpage, to link your accounts.***

Step 2 Under Attorney Events, select *Annual Attorney Registration*.

## Civil Events

### Attorney Events

[Annual Attorney Registration](#) 

Step 3 Under Available Events, select *Registration for Active Attorneys* and click next.

### Annual Attorney Registration

Available Events (click to select an event)

Registration for Active Attorneys  
Registration for Federal Attorneys  
Registration for Fee Suspended Attorneys  
Registration for Inactive Attorneys  
Request to go Inactive

Next Clear

Selected Event

Registration for Active Attorneys

Step 4 DO NOT click on the case number. Click next.

### Annual Attorney Registration

[2:20-nr-09999 Attorney Registration 2020](#)

DO NOT click on the case number - it is a link to the docket sheet. Click NEXT to continue

Next Clear

Step 5 Enter your Utah State Bar number and click next.

### Annual Attorney Registration

[2:20-nr-09999 Attorney Registration 2020](#)

Utah State Bar Number:

Next Clear

Step 6 Review the requirements for active membership status. If you agree to those requirements, click next.

### Annual Attorney Registration

[2:20-nr-09999 Attorney Registration 2020](#)

This event is to process the annual attorney registration for Utdattorney, Two

I hereby certify that:

1. I am Utdattorney, Two,
2. I have provided a valid email address to PACER, and acknowledge all court notifications will be sent to that address,
3. I am an active member in good standing of the Utah State Bar,
4. I have read and will comply with the current Local Rules of Practice, Utah Rules of Professional Conduct, and Utah Standards of P
5. I will accept a reasonable number of pro bono assignments in civil cases in this district,
6. I acknowledge that the court has mandated electronic filing and will comply accordingly.

If you are unable to certify the above, please contact the Attorney Registration Clerk, 801-524-6100

Next Clear

Step 7 Click next.

### Annual Attorney Registration

[2:20-nr-09999 Attorney Registration 2020](#)

**Annual Registration fee has been waived for the year 2020**

Next Clear

Step 8 Click next.

### Annual Attorney Registration

[2:20-nr-09999 Attorney Registration 2020](#)

Next Clear

Step 9 Click next. Your Annual Attorney Registration is complete and will be processed by the court. You will receive notification that your registration was successfully processed or rejected.

**Annual Attorney Registration**  
[2:20-nr-09999 Attorney Registration 2020](#)

Docket Text: Final Text

**ANNUAL ATTORNEY REGISTRATION for Utdattorney, Two 2020-2021 Registration - Annual Fee (Utdattorney, Two)**

**Attention!!** Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to undo this transaction if you continue.

Have you redacted?

Step 10 Confirm your contact information, including email address, is current in PACER.

Please review the Update Contact Information instructions, available on the court's website, to complete this step. Updating your contact information in PACER will not notify case participants of any changes to your contact information in your active cases. You will need to file a Notice of Change of Address.